

Employee Self Review & Sign-Off

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Log In

Please log in at <https://nebraska.csod.com/>. If you need assistance logging in, please review the **Login and Navigation Guide** located on the [User Guides](#) page, which you can access from the [LINK](#) website.

Description

This document will help you complete the Employee Self Review and Sign-Off steps for an evaluation in the Employee Development Center (EDC).

You will receive an email 62 days before your continuous service date (i.e., state-adjusted service date) stating that your annual performance review has been assigned to you.

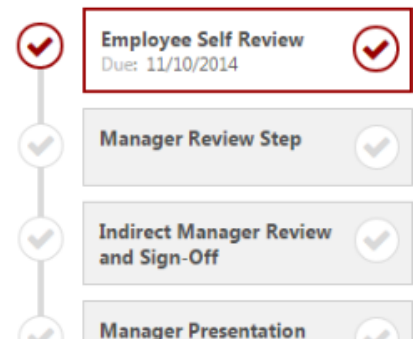
- NOTE: Continuous Service Date is your original hire date with the State minus any breaks in service or unpaid leave. You can find your continuous service date in the Employee Work Center on your profile page, under Job Details.**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Employee Self-Review	Manager Review	Indirect Manager Sign-off	Manager Presentation	Employee Sign-off	Manager Sign-off
14 days to complete	21 days to complete	8 days to complete	10 days to complete	7 days to complete	2 days to complete

Begin the Employee Self Review

Steps

- Employee Self Review Step
- Manager Review Step
- Indirect Manager Review & Sign-Off Step
- Manager Presentation Verification Step
- Employee Sign-Off Step
- Manager Sign-Off Step

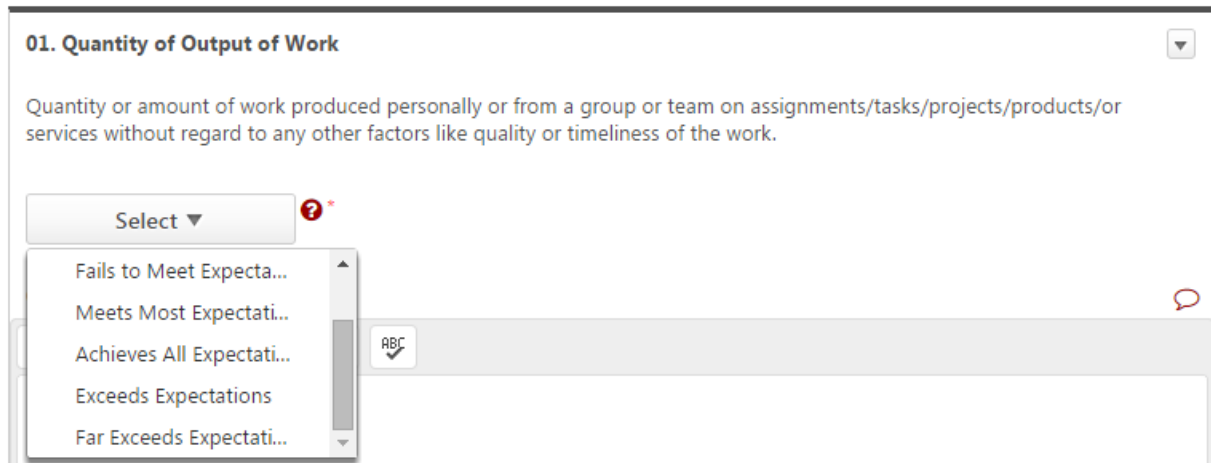


1. Log in to the Employee Development Center (EDC).
2. In the My Performance Tasks widget, select Please complete 2015 Performance Self Review Step.

My Performance Tasks (click here for full list)	
	Due Date
Please complete 2015 Performance Self Review Step	11/12/2014

3. The first screen is the Overview of the performance review. You will find the instructions, review steps, and the sections listed on this page. Using the button on the top-right, your available **Options** are:
 - **Attachments** – Up to three attachments may be uploaded to each performance review across all steps of the process.
 - **Complete Offline** – Export your review to an Excel spreadsheet to complete.
 - **Upload Review** – Upload your performance information from an Excel spreadsheet to your review in the EDC.
 - **Print Review** – Download your performance review to a PDF document; you can then print, save, or email the review.
4. Select **Continue** at the bottom of the **Overview** screen.

5. The first section is the **Universal Performance Dimensions** (i.e. competencies). This is the method that the State will use to measure the way we do our jobs. Competencies are not to be confused with Essential Job Duties, which are the specific tasks assigned to us on a daily basis. The Universal Performance Dimensions assessment is worth 45% of the overall Annual Performance Review score. You will rate yourself on the 10 dimensions below:



The screenshot shows a web-based form for the first dimension of a performance review. The title is '01. Quantity of Output of Work'. Below the title is a descriptive text: 'Quantity or amount of work produced personally or from a group or team on assignments/tasks/projects/products/or services without regard to any other factors like quality or timeliness of the work.' There is a 'Select' dropdown menu with a red question mark icon. The dropdown menu is open, showing five options: 'Fails to Meet Expecta...', 'Meets Most Expectati...', 'Achieves All Expectati...', 'Exceeds Expectations', and 'Far Exceeds Expectati...'. To the right of the dropdown menu is a red speech bubble icon. Below the dropdown menu is a grey bar with a small 'ABC' icon and a checkmark.

- 1) Quantity of Output of Work
- 2) Timeliness of Delivery of Output
- 3) Quality of Work Output
- 4) Use of Resources
- 5) Customer Impact/Value Added
- 6) Freedom from Unplanned Support
- 7) Team/Unit Contribution
- 8) Productive Work Habits
- 9) Adding Skills and Capabilities
- 10) Alignment and Compliance: Walking the Talk

Rating Scale for the Universal Performance Dimensions

Score	Description
N/A	Does not apply to this position or the employee has not been in the position long enough.
1	There is a serious, pressing need to improve on this dimension.
2	The employee is working on improving on this dimension.
3	The employee performs well on this key performance dimension.
4	The employee has notable strength on this dimension; better than most.
5	The employee is outstanding on this dimension.

6. On each Universal Performance Dimension, select the rating from the drop down box.

- **NOTE: You can add comments for each rating. We suggest that you enter comments if your rating is below or above average. You can format your comments with bold, italic, underline, bullets, and numbering.**
- **NOTE: If you need verbiage for your comments, use the Comments Assistant (💬). A pop up box will display; select the comment that matches the rating and select Add (➕).**

Add Suggested Comments



None ▼		
+	Individual's quantity of work output is unacceptable. All production goals and targets are missed by a significant...	1-Fails to Meet
+	Individual's quantity of work output is well below expectations. Although a few	1-Fails to Meet

7. After rating yourself on each Universal Performance Dimension, either select **Previous** (to return to the previous screen without saving your work), **Save and Exit** (to exit review but save your work), or **Save and Continue** (to continue the review and save your work).

- **NOTE: Use the Spell Check function for all of the comments you entered. There is also a built-in Legal Checker which will flag any inappropriate or discriminatory language in the Comments sections.**

8. When you select **Save and Continue**, you are directed to the **Essential Job Duty Review** section, which functions similarly to the Universal Performance Dimensions section. Essential Job Duties comprise the actual work we do every day. Essential Job Duties are worth 45% of your overall score.

- **NOTE: If there are no Essential Job Duties listed in this section, please contact your manager or your Agency HR representative. You can select the title of the Job Duty to view additional information and the description for the job duty.**

9. Rate yourself on each Essential Job Duty – the ratings are the same as the ones used for the Universal Performance Dimensions. You can add comments about each job duty; we suggest that you enter comments if your rating is below or above average.

10. After rating yourself on each Essential Job Duty, either select **Previous** (to return to the previous screen without saving your work), **Save and Exit** (to exit review but save your work), or **Save and Continue** (to continue the review and save your work).

- **NOTE: Use the Spell Check function for all of the comments you entered. There is also a built-in Legal Checker which will flag any inappropriate or discriminatory language in the Comments sections.**

11. If you select **Save and Continue**, you are directed to the **Performance Goals** section. Performance Goals, if used by your agency, are an observable and measurable end result with one or more objectives to be achieved within a specific timeframe. If applicable, Performance Goals are worth 10% of your overall score.

- **NOTE: If no Performance Goals are listed in this section and your agency utilizes them, please contact your manager or your Agency HR representative. Select the title of the Performance Goal to view any additional information or description of the goal.**

12. Rate yourself on each Performance Goal. You can add comments to each goal. We suggest that you enter comments if your rating is below or above average.

13. After rating yourself on each Performance Goal, either select **Previous** (to return to the previous screen without saving your work), **Save and Exit** (to exit review but save your work), **Save and Continue** (to continue the review and save your work), or **Submit** (to submit review to manager).

14. When you select **Save and Continue** you are directed to the **Summary** screen. The scores will only be counted when your manager completes their ratings, so they will not display on this screen.



Harry Truman
CORR OFFICER
12/28/2013 - 12/28/2014



15. Select **Submit**.

Summary

	Manager Review Step
Universal Performance Dimensions	-
Essential Job Duty Review (2015)	-
Performance goals (2015)	-
Overall	

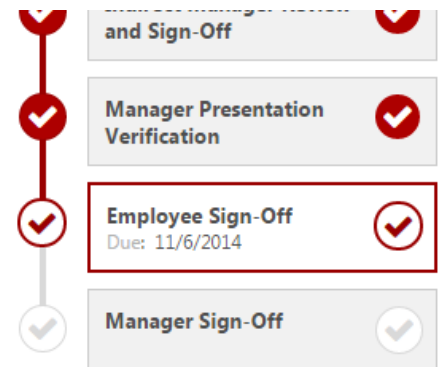
Back

Submit

Employee Sign-Off Step

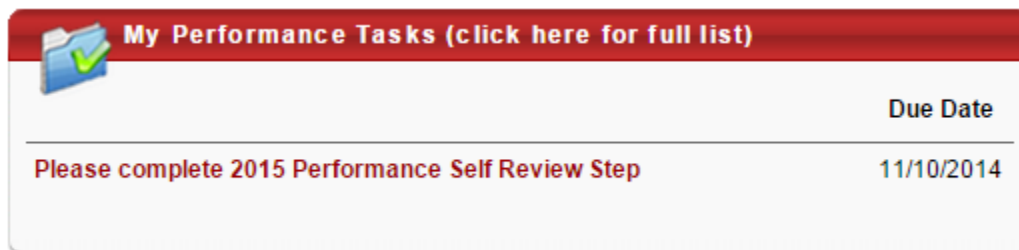
Steps

- Employee Self Review Step
- Manager Review Step
- Indirect Manager Review & Sign-Off Step
- Manager Presentation Verification Step
- Employee Sign-Off Step
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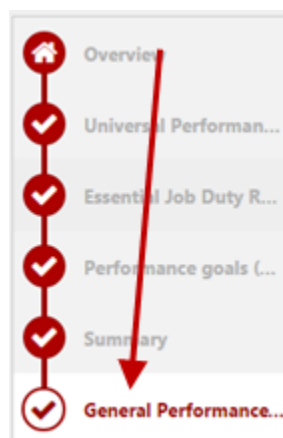


After your manager has completed his/her review and verification steps and your indirect manager has reviewed and signed your performance review, you will receive an email notifying you to go into the EDC and sign-off your performance review.

1. Select the link that says Please complete 2015 Performance Self Review Step in the My Performance Tasks widget.



2. Select **General Performance Review Sign-Off** in the column on the left side of your screen.
 - **NOTE: Review your manager's ratings on your Universal Performance Dimensions, Essential Job Duties, or Performance Goals, by selecting the appropriate title in the column.**



3. Select the check box to the left of the text that reads, "I acknowledge that providing my electronic approval is equivalent to signing this document and I understand that my electronic signature is binding."

4. Select **Sign**.

The screenshot shows a web form for a performance review. At the top, there is a section for 'Employee Name' with a checkbox and text: 'I acknowledge that providing my electronic approval is equivalent to signing this document and I understand that my electronic signature is binding.' Below this are fields for 'Manager Name', 'Pending Signature', and 'Indirect Manager Name'. At the bottom of this section, it says 'Chase Olson Admin' and 'Date:10/30/2014'. To the right of these fields is a red button labeled 'Sign'. A red arrow points from the 'Sign' button to the checkbox. Below the form is a large text area for comments, with a toolbar above it containing icons for bold, italic, underline, bulleted list, numbered list, link, unlink, and a checkmark. At the bottom right of the page are three buttons: 'Back', 'Save and Exit', and 'Submit'.

5. At the bottom of the screen, you can enter any comments, which your manager and indirect manager will be able to review.
- **NOTE: You will be able to view any comments made by your Indirect Manager on this screen.**
6. Select **Submit** finish the sign-off step and send it to your manager for their sign-off.

[LINK Help Desk Contact Information](#)

If you have questions regarding the performance review process or need your logon information, please contact the LINK Help Desk. The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center
- The Recruitment & Selection Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234